

## Effective Business Communication



Project Title	Effective Business Communication
Project Summary	A writing course for business communications (emails, memos, and letters) with a focus on spelling, syntax, vocabulary, grammar and punctuation.
Country	Zambia
Agency	Department of State
DoS Office	N/A
Post	LUSAKA
Section	PAS
Number of Interns	5

## Project Description

The emoji-laden text messages that you send may ensure that your message is understood, but writing in proper English will ensure that you are taken seriously as well. This writing course, divided into six sections, will give students guided practice in writing for business purposes.

Each section begins with a lesson, which is provided to both the tutor and the students. Students read the lesson and ask questions of their tutors as needed. Afterwards, students have a chance to practice what they have learned through a series of short assignments. Assignments may include fill-in-the blank worksheets, error identification and correction, or a writing exercise. Tutors will correct all assignments and provide feedback to the student. When the student feels ready, he or she can take the end-of-section test. Passing this test is a requirement for moving on to the next section. (See Additional Info for rest of Project Description.)

## Desired Skills Interests

### Skill

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Editorial

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excellent writing skills

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tutoring skills

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business writing

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## **Additional Information**

When all sections have been completed by the student, he or she can opt to take the course “final exam” and earn a certificate. (Must score 80% or higher to receive certificate.)

## **Language Requirements**

*None*